



## Insch Trail Running Club Constitution

1. The name of the organisation shall be the 'Insch Trail Running Club' or the ITRC for short, hereinafter referred to as the 'Club'.

2. **Objectives**

The club is established to pursue the following objectives:

- a) Participation in the sport of 'off-track endurance running', hereinafter referred to as the 'sport'.
- b) The organisation, management and development of Insch Trail Running Club for all members of the Club.
- c) Membership of appropriate leagues for the purpose of establishing regular competitive play for the club's representative teams
- d) The provision of training and playing facilities for its members.
- e) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- f) Upholding the rules of the sport.
- g) Providing equal opportunities for successful participation by all section of the community.
- h) The promotion of the sport.

3. **Affiliation**

The Club shall be affiliated to Scottish Athletics and the North District.

4. **Membership**

All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- a) Membership is open to all and no application for membership will be refused on other than reasonable grounds.
- b) There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee (£20 for Adult or £5 for Junior and Social), which shall thereafter be payable on demand.
- d) Members shall pay yearly membership fee due from 1<sup>st</sup> October. Any member who joined after July will be considered members throughout following year. Any member who has not paid fees by January will be deemed to have left the club.
- e) To resign a member shall inform the club chairman or secretary in writing. If joining another SAL club the member must inform SAL and complete the appropriate forms to be endorsed by both clubs.
- f) Fully paid up members may be elected and serve on the Management Committee.
- g) All members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.
- h) All members should enter races as Insch Trail Running Club (no variation). This ensures accordance with club championship races and assists club in any team events/prizes at races.

- i) Members shall be enrolled on one of the following categories (we have no junior members):
  - i) Playing/ Competing Member (adult)
  - ii) Social Member (non-competing or training)
  - iii) Playing / Competing Member (Junior)

5. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
  - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
  - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting.
- c) Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- d) The management committee shall inform the member in writing of any decision to terminate their membership.
- e) Notification of the termination of a membership will be forwarded to the Governing Body.

6. General Meetings

Annual General Meeting (AGM)

The AGM shall be held each year in September at such time and place as determined by the management committee. At each AGM the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the clubs financial accounts for the year and projected financial situation.
- iii) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
- iv) General club report from club secretary and/or chairman.
- v) Election of officers to the management committee.
- vi) Any other business brought before the meeting (which covers training, club championship, improvements, concerns etc)

Notice for an AGM shall be a minimum of 21 days. A quorum for an AGM shall be 5 members.

Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of either:

- i) 33% of the membership.
- ii) The Chairperson.
- iii) 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days' notice, and stating the business to be discussed.

7. Election of Officers to the Management Committee
  - a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.
  - b) Candidates shall be elected by paper ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
  - c) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
  - d) Uncontested posts may be filled by nomination(s) and election at the AGM.
  - e) The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.
8. Members of the Management Committee
  - a) The Management Committee shall consist of the following Officers (8-11 members only):
    - a. Chairperson
    - b. Vice Chairperson
    - c. Secretary
    - d. Membership secretary
    - e. Treasurer
    - f. PR officer (website and facebook)
    - g. Club championship
    - h. Lead coach (trainings and session manager)
    - i. Welfare officer
    - j. Co-opted members – if required
    - k. Ordinary member – if required
  - b) All the above shall be entitled to one vote each at General Meetings, except the Chairperson and vice chairperson.
  - c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
  - d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.
9. Rules for the Management Committee
  - a) The Chairperson shall chair the meeting, or in his/her absence one of either the President, Vice President or Secretary or a nominee from the committee in the event of all those mentioned being absent.
  - b) Fourteen days' notice of any meeting of the management committee shall be given by the Secretary, except when: The date of the meeting had been agreed at the previous management meeting, in which case seven days' notice shall be given. In an emergency the Chairperson may call a meeting at four days' notice.
  - c) The quorum shall be four of those Officers entitled to vote, as listed at Rule 9. a)
  - d) All members of the management committee as listed at Rule 8. a) Shall be entitled to vote.
  - e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
  - f) Meetings shall be open to all members of the club.

10. Finance

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b) The club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the club.
- d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- e) The financial year of the club shall run from April to March

11. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

12. The Dissolution of the Club.

a) Any resolution to dissolve the club may be passed at any General Meeting provided that:

- i) the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
- ii) at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
- iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.

b) If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

13. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Insch Trail Running Club.

**SIGNATURES**

Chair Person Graham Aitken

Date 26/11/2020

Secretary Andrew Simpson

Date 26/11/2020